

## MEETING NOTES

MEETING DATE: December 9, 2010

PROJECT: Morrill DPH Offices  
Project No: 20452F

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)

MEETING: CONSTRUCTION MEETING NO. I2

LOCATION: University of Massachusetts  
Amherst, MA

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taucher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H  
Maryanne Steele, Umass EH&S  
Suzanne Long, MA DPH

WEATHER: Rainy 40s.

Corrections to previous meeting notes: None.

Progress Report:

Punchlist Status: N/A

Requisition Status: N/A

Attachments: N/A

Time for Completion: 11/26/10 (Substantial Completion)

Notice to Proceed date: 7/28/10

Days in Contract: 120

Time elapsed:

Percent Work completed:

## PREVIOUS MEETING ITEMS

### I.9 FUME HOOD REMOVAL

See previous minutes for history

2010-10-13 No further demolition has been done. UMA to notify DPH of completion and move in dates for Storage 224B to clear area for IDC. Haz mat abatement will take 1 week to complete after Phase 2 area is turned over.

Action:  
IDC

2010-10-21 Movers to start moving furniture from Phase 2 area this Monday am. Fume hood rooms are open to start abatement work on Monday with remainder of area open after move completion on Wednesday.

2010-11-4 Fume hood is removed. New ductwork to roof is installed. Conduit for new exhaust fan to be installed at exterior face of exterior wall but located next to fume hood to minimize visibility. IDC indicates that power to rooftop fan was not shown in the drawings. DCA submitted a sketch provided by RDK for exhaust fan power back in September. IDC to review.

2010-11-18 Power for fume hood exhaust fan to be run at outside face of building. To be done T&M by Icon. DCA to check with RDK re: conduit requirements.

2010-12-02 RDK has communicated conduit requirements to Icon. IDC to complete sleeve for conduit prior to mortaring in masonry opening at exterior wall.

2010-12-09 IDC is preparing for the installation of the rooftop fan equipment. Roofing work involved in installation.

### I.10 LONG LEAD ITEMS

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

2010-08-19 IDC to prepare submittals for long lead items not already submitted.

2010-09-02 87 Mountain Blue will be the color for the fume hood and the metal casework.

2010-09-23 Casework is still 5 weeks out. IDC to check timing of Blackboard material delivery (est.. 2-3 weeks). IDC to check status of HVAC equipment.

2010-09-30 Continued.

2010-10-13 IDC to call subcontractors to identify lead times for casework/fume hood, Blackboard components.

2010-10-21 Casework/fumehood to be delivered ~Oct 25. IDC to check door delivery date.

2010-11-4 Casework will be delivered as required to meet schedule. Security screens (with simple bar latch) will take approx. 8 weeks to deliver.  
 2010-11-18 Only remianing item is window security screens.  
 2010-12-02 Continued.  
**2010-12-09 Security screens shipped. IDC painted exterior face of windows.**

### **3.2 SCHEDULE**

2010-08-19 Stephen to submit permit documents to DPS State Building Inspector today. Office 224 should be ready for work upon DPS approval. Existing furniture / refrigerator to be moved out of work area and covered. Action: IDC  
 2010-09-23 FA submittal completion is the critical path and will hold up completion of 224B if not completed soon. Schedule to follow receipt of FA submittal.  
 2010-10-13 IDC to submit schedule based on expected 224B completion date.  
 2010-10-21 Continued.  
 2010-11-4 New schedule submitted to show completion by mid December. Time extension due to Simplex delay to be determined. Abatement is 99% complete. Demolition will be completed early next week with metal stud wall framing / masonry walls to commence.  
 2010-11-18 A 30 day time extension was agreed to by Inglewood and UMA. Framing and masonry walls at 95%. Plumbing and HVAC rough in progress with new air handling unit installed at Tank Storage Room.  
 2010-12-02 Ductwork at 60% completion. Plumbing rough in progress. ACT and VCT to start next week. Painting started today in corridors at patched wall areas. Inglewood has door hardware and is coordinating with Icon for wiring of card swipe equipment. Abatement work for pipe elbows to be done if possible to coordinate work before ceiling installation. IDC has been unable to contact abatement contractor.  
**2010-12-09 Rough ductwork at 100%. Elec. Lighting inspection next Monday or Tuesday. Fumehood and cabinets to start install tomorrow. Phenolic c'top installation date not yet scheduled. UMA want people moved in by Dec. 22. FA testing will needs coordination. FA testing scheduled to start next week with contractor test.**

### **9.1 ABATEMENT AT MORRILL 2**

2010-11-4 UMA requests some minor abatement at Morrill 2 to be performed by IDC as part of this project in an unrelated area of the building. Action: IDC  
**2010-12-09 Continued.**

### **9.2 ADDITIONAL ELECTRICAL OUTLETS AT 224 & 224A**

2010-11-4 DPH requests some additional electrical outlets at 224 and 224A. UMA / DCA / RDK to review / coordinate with UMA furniture layout for quantity and location. Action: IDC  
**2010-12-09 UMA to coordinate locations and devices (4 quad outlets expected). Priority is fire alarm testing and occupancy of Phase 2 areas.**

### **10.1 FIRE ALARM TESTING**

2010-11-18 UMA requested that Inglewood have Icon start preparing for the fire alarm testing and closeout since it can be time consuming. Action: IDC  
**2010-12-09 FA testing scheduled to start next week with contractor test. Stephen will submit plain language text for fire alarm panel programming. DCA/IDC/Icon to coordinate final FA paperwork for submittal to AFD.**

### **10.3 MISC. ELECTRICAL**

2010-11-18 Fire alarm submittal indicates need for a 120v outlet in ceiling above N245 Lab. IDC to follow up with Icon for T&M installation. Action: IDC  
**2010-12-09 Not FA system but security. Not installed yet.**

### **11.1 CORRIDOR ACT ABATEMENT**

2010-12-02 UMA directed Inglewood to not patch/reinstall vinyl base at face of walls in the corridor because a tile abatement project will be performed in January which would require all of the base to be removed. Action: IDC  
**2010-12-09 Continued.**

### **11.2 HVAC MODIFICATIONS**

2010-12-02 The new supply and return air ductwork shown on the construction drawings providing conditioned air to Storage. Exposed steam pipes are to be insulated. Action: Record  
**2010-12-09 RDK submitted sketch. Closed.**

### **11.3 PPI ELECTRICAL PANEL**

2010-12-02 The new panel is 6" in depth so the wall where scheduled to be installed was padded out with 2" studs to create Action:

sufficient wall depth. Corroded conduit feeding PPI will be replaced back to basement electrical room on T&M. Mark P. to sign Record work slips.

2010-12-09 Holes for replacement conduit to have floor penetrations cut tomorrow. Closed.

#### 11.4 HEATING CONTROLS

2010-12-02 New electronic heating controls have been installed at the 3 exterior wall locations in the Phase 2 area of the project. The concrete sill below the existing wall recesses was chipped out at 2 locations to fit the controls in the recess. RDK / Adam's P&H to determine new wall grill size required to conceal enlarged opening. The grilles will extend down to the top of the floor surface. The third location is a surface mounted heater and the control valve will remain exposed adjacent to the heating unit.

2010-12-09 Installed, Closed.

Action:  
Record

#### 11.5 ABANDONED DATA CABLES

2010-12-02 A coil of abandoned data cables were observed above the top of the waiting room space. UMA would like them removed in not being used. UMA to have RGS review the wires and remove.

Action:  
Record

2010-12-09 Closed.

#### 11.6 TEMPERED POTABLE WATER FOR EMERGENCY SHOWER & EYEWASH

2010-12-02 The existing water system in the building is a non-potable water supply system only. The vivarium project is installing a tempered potable water system but that work will not be completed for several months after the closeout of the DPH office renovation. The plumbing inspector is being consulted on a temporary condition that will allow a temporary connection of the shower and eyewash for use and signoff at closeout. The vivarium project will correct the supply of tempered water to the shower and eyewash once that system is in place. RDK, UMA and Adam's P&H to determine temporary condition with State plumbing inspector.

Action:  
Record

2010-12-09 Sketch submitted for correction by RDK. Plumbing inspector will allow a temporary connection of shower and eyewash to potable/nonpotable water supply until new potable tempered water lines are installed. Rough piping installed and inspected. Installation of shower to start today. Closed.

### NEW ITEMS

#### 12.1 EXTERIOR DUCT PRESSURE TEST

2010-12-09 IDC to submit pressure test results.

Action:  
Record

#### 12.2 AHU COILS

2010-12-09 DCA to check with RDK on positioning of cooling coil before heating coil for risk of freezing.

Action:  
Record

Next meeting will be held on: December 9, 2010. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill N134A To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

Kevin M. Riordon AIA

Date Prepared:

December 15, 2010

